

Do you have security, law enforcement or customer service experience? If so, Securitas Security Services on the Microsoft campus is looking for experienced security professionals to join the team!

We are currently accepting resumes for the following positions:

-Lieutenant: Grave Shift M-F @ Redmond Campus

-Sergeant: Grave Shift M-F @ Redmond Campus

LIEUTENANT:

Manages the work activities of Security Officers and other personnel in the delivery of emergency and non-emergency security services that emphasize community interaction and problem solving. Activities include critical incident management, reporting, investigations, and enforcement of Microsoft and Securitas policies and procedures, training and crime prevention.

-Serves as a leader, coach and mentor to direct reports. Meets regularly with employees. Evaluates performance of personnel. Documents career development opportunities, performance deficiencies, and disciplines according to organizational standards.

-Responsible for managing the physical security operations during assigned shift on Microsoft's Campuses in the Puget Sound area.

-Constantly evaluates operational programs for service delivery consistencies and efficiencies. Recommends and implements solutions to fix operational deficiencies.

-Recognizes frequently changing priorities and events, and directs the activities of the Operations staff in a timely manner.

-Reviews and approves reports and other documents prepared by Officers to ensure accuracy and adequacy, assures cases are properly prepared and presented, performs payroll functions, prepares memos and similar internal correspondence, enters and extracts data from computer programs/systems.

-Promotes teamwork and cooperative problem solving among subordinates, monitors compliance to rules, regulations, procedures, and strategic directions.

-Escalates via chain of command all complaints and inquiries received from the Client, management, staff, or other departments; investigates, prepares reports/statements, collects evidence, and presents findings to senior management.

-Manages Shift Sergeants (supervisors), Security Responders, and Security Officers.

-Conducts daily briefings with Security personnel and disseminates appropriate crime information and other data as necessary. Responsible for conducting regular roll-call training on topics relevant to best practices.

-Evaluates Security Officer/Responder actions at accidents and serious/sensitive events, assumes command, and provides assistance to Officers in the field.

-Debriefs personnel after critical incidents and prepares written After Action Reports and disseminates to appropriate staff.

-In conjunction with Scheduling, ensures adequate coverage of all posts and positions.

MINIMUM HIRING STANDARDS:

- Must be at least 18 years of age.
- Must have a reliable means of communication (i.e., pager or phone).
- Must have a reliable means of transportation (public or private).
- Must have the legal right to work in the United States.
- Must have the ability to speak, read, and write English.
- Must have a High School Diploma or GED.
- Must be willing to participate in the Company's pre-employment screening process, including drug screen and background investigation.

EDUCATION/EXPERIENCE:

Bachelor's degree preferred, 3+ years of security and law enforcement supervisory and/or management experience, or an equivalent combination of education and experience, as determined by the Company.

SERGEANT:

As Sergeant, supports and augments the Lieutenant's duties, and functions as relief for scheduled and unscheduled absences or other conflicting obligations that render the Shift Lieutenant unavailable. The Sergeant will perform regular duties including but not limited to arranging schedules, schedule adjustments, review of reports, vehicle maintenance oversight, in-service training, posting inspections, and other duties assigned by the Lieutenant.

-Accept the responsibilities and fulfill the obligations of a security officer: protecting life and property; preventing and reducing losses and crimes against the employer's business or other organizations and institutions to which assigned; upholding the law and respecting the constitutional rights of all persons.

-Diligence and dependability in discharging duties upholding laws, policies and procedures that protect the rights of others at all times.

-Report, without hesitation, any violations of the law or of the company's or client's regulations.

-Respect and protect the confidential and privileged information of the employer or client.

-Cooperate with all recognized and responsible law enforcement and government agencies in matters within their jurisdiction.

-Coordinates day to day operations.

-Coordinates scenario based training.

-Supporting the Shift Lieutenant, lead and manage shift supervision of field personnel and security operations at the Microsoft Global Security account.

-Maintain and update security procedures.

-Administer counseling and Corrective Action Reports as directed by, or in the absence of the Lieutenant.

- Communicate all employment and position changes, attendance discrepancies, vacation, leave of absence to the Lieutenant.
- Ensure all officers are following and enforcing all Securitas, Microsoft, Global Security Operations Center and Field Operation policies and procedures.
- Coordinate event staffing support with the Scheduling.
- Provide feedback to the Lieutenant for officer performance evaluations.
- Provide timely and accurate weekly and monthly input to Lieutenant to assist in generating operational reports.
- Assist in investigating customer complaints and provide alternative methods for resolution.
- Assist with the Global Security Operations Center and Training Department to coordinate operational drills.
- Perform other duties as directed by Management.
- Maintain and update the Securitas security record management system {SAFES}.

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TO APPLY PLEASE SEND RESUME AND COVER LETTER (indicating which position) TO:

mssecjob@microsoft.com

EOE/AAP M/F/D/V